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July 26, 2018

Kindergarten, Day Care Center, Nursery, etc. Occupancy

CONSOLIDATED INFORMATION BULLETIN

To: Prospective and Current Kindergarten, Day Care Center, Nursery, and Related Providers

From: Alabama State Fire Marshal's Office (SFMO)

Re: Fire, Building, and Specialty Code Requirements and Guidelines

INTRODUCTION

The following information is an update consolidation of several previously issued information bulletins designed to assist prospective and current kindergarten, day care center, nursery and related providers, architects and other complying with applicable fire, building and specialty codes adopted by this office. The document has been updated to provide the most current information available. **This information provided merely serves as a guide and does not include all information or operate an occupancy of this type.**

Your architect should be provided a copy of this bulletin to inform them of the requirements during plans development.

The final portion of the bulletin provides answers to FAQs (frequently asked questions) we hope these will provide further assistance.

General Information for Prospective Providers

Before buying, leasing, renting or constructing any building to be used for one of the occupancies outlines above, you must first obtain the services of an architect registered in the State of Alabama. The architect must prepare plans to show how the building will be designed to comply with applicable codes.

The architect must use code or codes which provide equal or greater levels of protection that those adopted by the Alabama State Fire Marshal's Office when designing a building. Currently the following codes are adopted by the State Fire Marshal's Office for new and renovations – 2015 edition of the International Building and Fire Code. **The only time the services of an architect are not required is when the building was previously used for this type occupancy and both the occupancy type has not changed and renovations are not needed.** The requirements for the services of an architect are contained in the Code of Alabama, the compilation of laws passed by the state legislature.

Once the building is completed and ready for inspection, we will make an inspection. We will not need to make an inspection until everything is ready. Please notify us 14 to 30 working days prior to the need for an inspection so we can schedule this with the personnel working your area. **Please do not call inspectors at their homes to schedule inspections. All requests for inspections should be made by calling 334-241-4166.** You may give your request to anyone at this number, so please identify your reason for calling.

Restating the steps to follow:

1. Contact the State Fire Marshal's Office to confirm you have the most current information Bulletin available.
2. Contact an architect in the State of Alabama.
3. Have your building comply with the codes as previously mentioned in this bulletin.
4. When the building is completely ready, call 334-214-4166 to schedule an inspection.
5. Notify the SFMO 14 – 30 working days prior to the need for an inspection.
6. REMEMBER – FIRE SAFETY IS YOUR RESPONSIBILITY AS WELL AS OURS.

Special attention Architects and Providers – Applicable fire, Building, Safety and Physically Challenged Codes and Standards for Nurseries, Day Care Centers, Head Start Centers, Kindergartens, etc.

Projects involving state owned buildings, buildings located on state property and buildings constructed with city, county or state funds require submission of plans to the Alabama Building Commission, located at the RSA Plaza – Fourth (4th) Floor, Montgomery, Al. 36103. The commission will review all plans using **2009 Edition of the International Building Code**.

Architects must address all applicable codes outlined in the bulletin when developing plans, whether submitted to the Alabama Building Commission or not. Should any conflicts be encountered between applicable codes, the more restrictive code requirements should be followed.

No plans should be submitted to the State Fire Marshal's Office unless specifically requested by this office. A letter stating compliance with applicable codes should be submitted to this office by the architect. These letters should be mailed to Post Office Box 303352, Montgomery, Al. 36130-3352. A copy of the final plans should be made available at the construction site, should any questions be encountered during an inspection.

Mattresses for Baby Beds and Cribs –

All new and replacement mattresses for use in baby beds and cribs must comply with standards established by the U.S. Consumer Products Safety Commission.

Fire Extinguishers –

All day care centers and homes must have at least one (1) Class ABC rated dry chemical fire extinguisher for use on common classes of fire – combustibles, flammable liquids, and electrical. These extinguishers should contain no less than ten pounds of fire extinguishing agent. Due to the size of some buildings used for this occupancy type and day care homes, more than one ABC rated extinguisher may be required.

All occupancies of this type and day care homes, which have residential or commercial cook top appliances, must have a Class K fire extinguisher for use in the kitchen. At the present time the smallest Class K extinguisher known to this office is an 1 1/2 gallon size. This size extinguisher is acceptable for centers and homes.

Commercial Day Cares must have a hood with extinguishing agent to protect the cooking appliances. The cook top must be removed from premise if not protected when the choice is to use microwaves and convection ovens only.

Non-vented Fuel Fired Heating Equipment –

Non-vented fuel fired heating equipment; including equipment with oxygen depletion shut-off devices are not permitted in day care facilities.

Fire Drills –

Monthly fire drills are required and should be designed in cooperation with local fire departments.

A copy of the ***Fire Drill Record*** accompanies this bulletin. This form may be copied and should be used to record every fire drill conducted. Completed forms should be kept on file at the day care facility and ***should not*** be mailed to the State Fire Marshal's Office.

Smoke Detectors

Area (s) where children nap in Home Day Cares shall have an electric smoke detector with battery back up in place that has been installed by a licensed electrician. Proof of installation shall be provided by applicant.

Frequently Asked Questions (FAQ's) –

- ***Question*** – If I have a day care home and use animal or vegetable oils or fats when the children ***are not*** in my home do I still have to have a Class K Fire Extinguisher?

Answer – Yes, you ***must*** have the Class ***K*** Extinguisher when operating a Home Day Care.

- ***Question*** – Where do I purchase a Class ***K*** Fire Extinguisher?

Answer – Generally the only businesses selling Class ***K*** Extinguishers are companies that sell ***and*** service fire extinguishers exclusively. These do not include hardware stores or general merchandise stores.

- ***Question*** - If a fire extinguisher as a ***"K"*** in the model number does that mean it's rated as a Class ***K*** Fire Extinguisher?

Answer – Not necessarily. ***Do not*** rely on the model number of a fire extinguisher to determine what classes of fire it is designed to extinguish. Check the extinguisher itself and it will identify the classes of fires it is designed for, i.e. BC, ABC, K, etc.

- ***Question*** - What type of fire is a Class ***K*** extinguisher designed for?

Answer – Typically kitchen related fires only, specifically those involving grease (animal fats/vegetable oils).

- **Question** – Is there another type of fire extinguisher required in a day care home or day care center other than a Class K?

Answer – Yes, you will need a 10lb ABC Fire Extinguisher.

- **Question** – What type of fire is an ABC extinguisher designed for?

Answer – Generally wood and paper products, combustible liquids and electrical fires which are common fires that may happen around the home.

- **Question** – Can an *Engineer (PE)* be used to prepare plans and specifications?

Answer – *No*, the Alabama Board of Architects has advised the State Fire Marshal's Office that only architects, licensed in Alabama, can prepare plans and specifications for a day care facility.

- **Question** – Is an architect required when a person is going to operate a day care home?

Answer – *No*, the services of an architect are only required when the day care provider is going to operate a commercial day care center.

- **Question**- How many exits shall I have in my Home Day-Care?

Answer- NFPA 101 Life Safety Code says that Means of Escape shall comply with Chapter 24 Section 24.2 In dwellings or dwelling units of two rooms or more, every sleeping room and every living area shall have not less than one primary means of escape and one secondary means of escape. *The primary means of escape shall be a door, stairway, or ramp providing a means of unobstructed travel to the outside of the dwelling unit at street or ground level.* The secondary means of escape, other than existing approved means of escape, shall be one of the means specified in 24.2.2.3(A) through 24.2.2.3(C). (A) It shall be a door, stairway, passage, or hall providing a way of unobstructed travel to the outside of the dwelling at street or ground level that is independent of and remote from the primary means of escape.

(B) It shall be a passage through an adjacent nonlockable space, independent of and remote from the primary means of escape, to any approved means of escape.

(C)* It shall be an outside window or door operable from the inside without the use of tools, keys, or special effort and shall provide a clear opening of not less than 0.53 m² (5.7 ft²). The width shall be not less than 510 mm (20 in.), and the height shall be not less than 610 mm (24 in.). The bottom of the opening shall be not more than 1120 mm (44 in.) above the floor. Such means of escape shall be acceptable where one of the following criteria are met:

- (1) The window shall be within 6100 mm (240 in.) of grade.
- (2) The window shall be directly accessible to fire department rescue apparatus as

approved by the authority having jurisdiction.

- (3) The window or door shall open onto an exterior balcony.
- (4) Windows having a sill height below the adjacent ground level shall be provided with a window well meeting the following criteria:
 - (a) The window well shall have horizontal dimensions that allow the window to be fully opened.
 - (b) The window well shall have an accessible net clear opening of not less than 0.82 m² (9 ft²) with a length and width of not less than 915 mm (36 in.).
 - (c) A window well with a vertical depth of more than 1120 mm (44 in.) shall be equipped with an approved permanently affixed ladder or with steps meeting the following criteria:
 - i. The ladder or steps shall not encroach more than 150 mm (6 in.) into the required dimensions of the window well.
 - ii. The ladder or steps shall not be obstructed by the window.

- **Question-** Do my interior wall and ceiling finish materials have to meet a fire code finish requirement.

Answer- Yes, Sheet rock, already rated material meeting a Class A or B finish will be ok to satisfy this question.

Please note that all of your questions may not have been answered in this letter but we have attempted to get you pointed in the right direction to assist you in being ready to conduct the business that you desire.

Projects involving city, county or state funds will also be reviewed for compliance with the Americans with Disabilities Act Accessibility Guidelines, which are used to determine compliance with the state accessibility law.

When city, county, or state funds are not involved, care should be taken to determine then necessity for compliance with the Americans with Disabilities Act.

SCHEDULING AN INSPECTION

NEW HOME DAY CARE

1. Call the State Fire Marshal's Office – 334-241- 4166
2. Request a "Fire Marshal inspection for a NEW family day care or visit our website at www.firemarshal.alabama.gov, go under OTHER ONLINE SEVICES, and click REQUEST AN INSPECTION.

NOTE: Per the 2015 International Fire Code, the currently maximum allowable children in a daycare is five or less for new daycares. Home daycares that chose to have more than five may be required to install a sprinkler system.

3. Inspection information will be taken and then a Deputy will call to discuss a time that will work for you and them to make. Exact time and date cannot be provided at the time of your call.
4. A Deputy will call and schedule an inspection. Usually it will take up to 30 working days before an inspection will be conducted. In limited circumstances, the Deputy may show up unscheduled during normal business hours.

EXISTING HOME DAY CARE

1. A list of day care facilities needing a Fire Marshal inspection is received from DHR or from the day care itself.
2. A Deputy will call and schedule an inspection. Usually it will take up to 30 working days before an inspection will be conducted. In limited circumstances, the Deputy may show up unscheduled during normal business hours.

**** All inspectors will be in some type of uniform. ****

**** You can request identification before letting them into your house or place of business. ****

FIRE SAFETY CHECK LIST

The checklist below contains the minimum fire code requirements that must be in place for any home operating as a family daycare in Alabama:

	YES	NO.	N/A
1. Are house address numbers a minimum 5" in height? And visible to the street?	[]	[]	[]
2. Is illumination (light fixture) provided outside of all exit doors?	[]	[]	[]
3. Does your home have a pre-arranged plan of escape in case of fire or other emergency? Does the plan include a means to alert all occupants of an emergency and show 2 exits from all areas? Have you practiced your escape plan? Had a fire drill every 30 days? Have you logged all of your drills?	[]	[]	[]
4. Is each room used for sleeping, living, or dining purposes provided with at least two means of escape? At least one of these means shall be a door that allows unlocking from the inside without the use of a key or an unobstructed stairway allowing travel to the outside of the home at street or ground level?	[]	[]	[]
5. If a window is utilized as a second means of escape, can the daycare provider demonstrate that the window opens to a clear opening of not less than 20" in width, not less than 24" in height and 5.7 square feet (821 sq. in.) in total open area? Is the bottom of the window opening not more than 44" above the floor?	[]	[]	[]
6. Are special protective covers provided for all electrical receptacles in all areas occupied by children under 6 years of age?	[]	[]	[]
7. If clients are located in a basement, does at least one door open directly to the outside. If outside stairs are used is it no further than 8 ft. to ground level?	[]	[]	[]
8. Are all rooms/areas intended for napping equipped with hardwired A/C powered smoke detectors with battery back-up installed in that room/area?	[]	[]	[]
9. Is each closet door latch arranged so that children can open the door from inside the closet?	[]	[]	[]

	<u>YES</u>	NO	<u>N/A</u>
10. Can each bathroom/bedroom door lock be unlocked from the outside in an emergency?	[]	[]	[]
11. If the family day care home is located in an apartment building with enclosed corridors, are the common hallway and stairs protected with an approved smoke, detection system with detectors in the hallway installed in compliance with manufacturer instructions?	[]	[]	[]
12. Is all electrical wiring installed and maintained in accordance with the National Electrical Code? Are extension cords used on a temporary basis and only and rated for the device being served?	[]	[]	[]
13. Is all heating, ventilating and air conditioning equipment installed and maintained in accordance with all applicable codes and manufacturers requirements?	[]	[]	[]
14. Are unvented fuel-fired (kerosene/propane) room heaters prohibited from use during operating hours?	[X]	[]	[]
15. Is all approved heating equipment in spaces occupied by children provided with partitions, screens or other physical barriers to protect children from hot surfaces or open flame?	[]	[]	[]
16. Is at least one operable flashlight provided in a location accessible to the staff for use in the event of power failure?	[]	[]	[]
17. Is good general housekeeping maintained throughout all areas?	[]	[]	[]

Code references are from the current adopted version of the Life Safety Code NFPA 101 & International Fire Code. Local Laws may include additional requirements.

May 2011

SPACE HEATERS

SAFETY

IFC 2015 Edition Section 603.4 portable unvented heaters.

Portable unvented fuel fired heating equipment shall be prohibited in occupancies in **Groups – A, E, R-1, R-2, R-3 and R-4.**

Exceptions:

1. Listed and approved unvented fuel-fired heaters,
Including portable outdoor gas-fired heating appliances,
In one-and two-family dwellings.

IFC 2015 Edition Section 603.41 Prohibited locations.

Unvented fuel-fired heating equipment **shall not be located in, or obtain combustion air from,** any of the following rooms or spaces: **sleeping rooms, bathrooms, toilet rooms or storage closets.**

IFC 2015 Edition Section 603.5 Heating appliances.

Heating appliances shall be listed and shall comply with this section.

IFC 2015 Edition Section 603.5.1 Guard against contact.

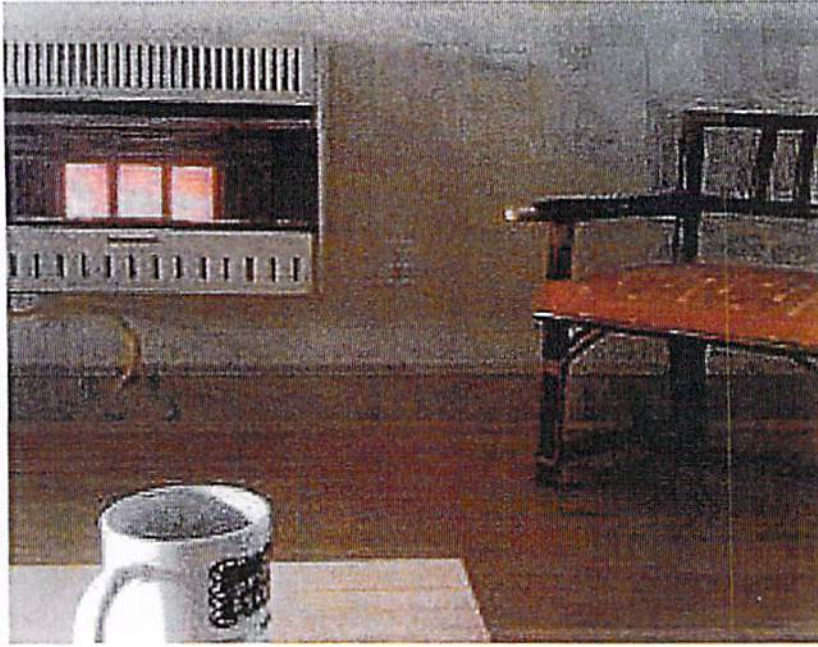
The heating element or combustion chamber shall be permanently guarded so as to Prevent accidental contact by persons or material.

IFC 2015 Edition Section 603.5.2 Heating appliance installation and maintenance

Heating appliances shall be installed and maintained in accordance with the manufacturer's instructions, the International Building Code, the International Mechanical Code, the International Fuel Gas Code and NFPA 70.

.....
IF THE HEATING APPLIANCES HAVE NOT BEEN PROFESSIONALLY INSTALLED IN YOUR HOME THIS OFFICE MAY REQUEST THAT THE GAS COMPANY IN YOUR AREAS INSPECT FOR APPROVAL.

SPACE HEATERS



A vented gas heater disperses harmful gas into the air outside your home.

Carbon Monoxide

- One of the byproducts of gas heat is carbon monoxide. This colorless, odorless gas can be deadly in high concentrations.

Vented Heaters

- Vented gas heaters require an exhaust vent of some sort, to channel carbon monoxide out of living areas. Consequently, these heaters are usually permanently installed in a single spot and tend to be more expensive.

Non-Vented Heaters

- Non-vented heaters are portable and more versatile, but require adequate ventilation to ensure no harmful buildup of carbon monoxide gas can take place.

SPACE HEATERS

Safety

IFC 2009 Edition Section 603.4 Portable unvented heaters.

Portable unvented fuel fired heating equipment shall be prohibited in occupancies in **Groups A, E, I, R-1, R-2, R-3 and R-4.**

Exceptions:

1. *Listed* and *approved* unvented fuel-fired heaters, including portable outdoor gas-fired heating appliances, in one- and two-family *dwelling*s.

IFC 2009 Edition Section 603.4.1 Prohibited locations.

Unvented fuel-fired heating equipment ***shall not be located in, or obtain combustion air from,*** any of the following rooms or spaces: ***sleeping rooms, bathrooms, toilet rooms or storage closets.***

IFC 2009 Edition Section 603.5 Heating appliances.

Heating appliances shall be *listed* and shall comply with this section.

IFC 2009 Edition Section 603.5.1 Guard against contact.

The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by *persons* or material.

IFC 2009 Edition Section 603.5.2 Heating appliance installation and maintenance.

Heating appliances shall be installed and maintained in accordance with the manufacturer's instructions, the *International Building Code*, the *International Mechanical Code*, the *International Fuel Gas Code* and NFPA 70.

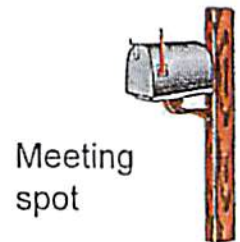
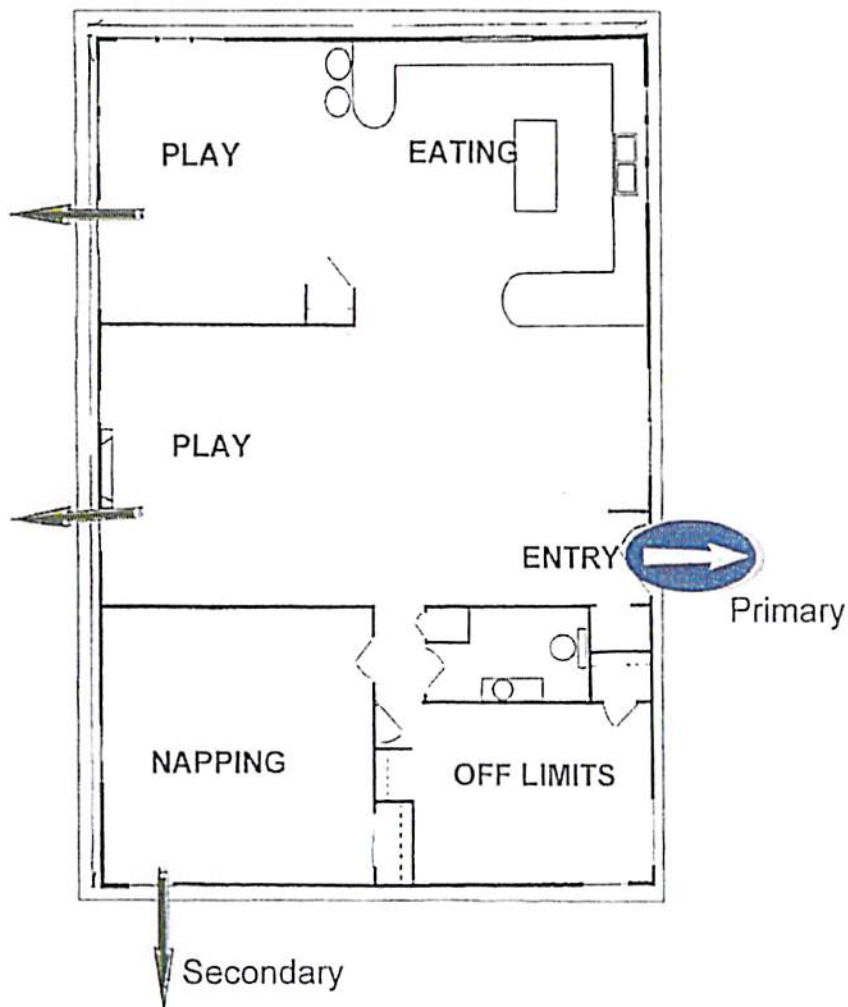
If the heating appliances have not been professionally installed in your home this office may request that the gas company in your area inspect for approval.

EMERGENCY ESCAPE PLAN

EXAMPLE



Meeting
Spot



Draw your floor plan listing the rooms as you intend to use them for daycare. Designate your primary and secondary exits. Post this plan in the daycare area and provide a copy to your fire inspector and licensing specialist.

FIRE DRILL RECORD

Child Care Name: _____ **Provider Name:** _____

Address: _____
Street Name
City
State
Zip Code

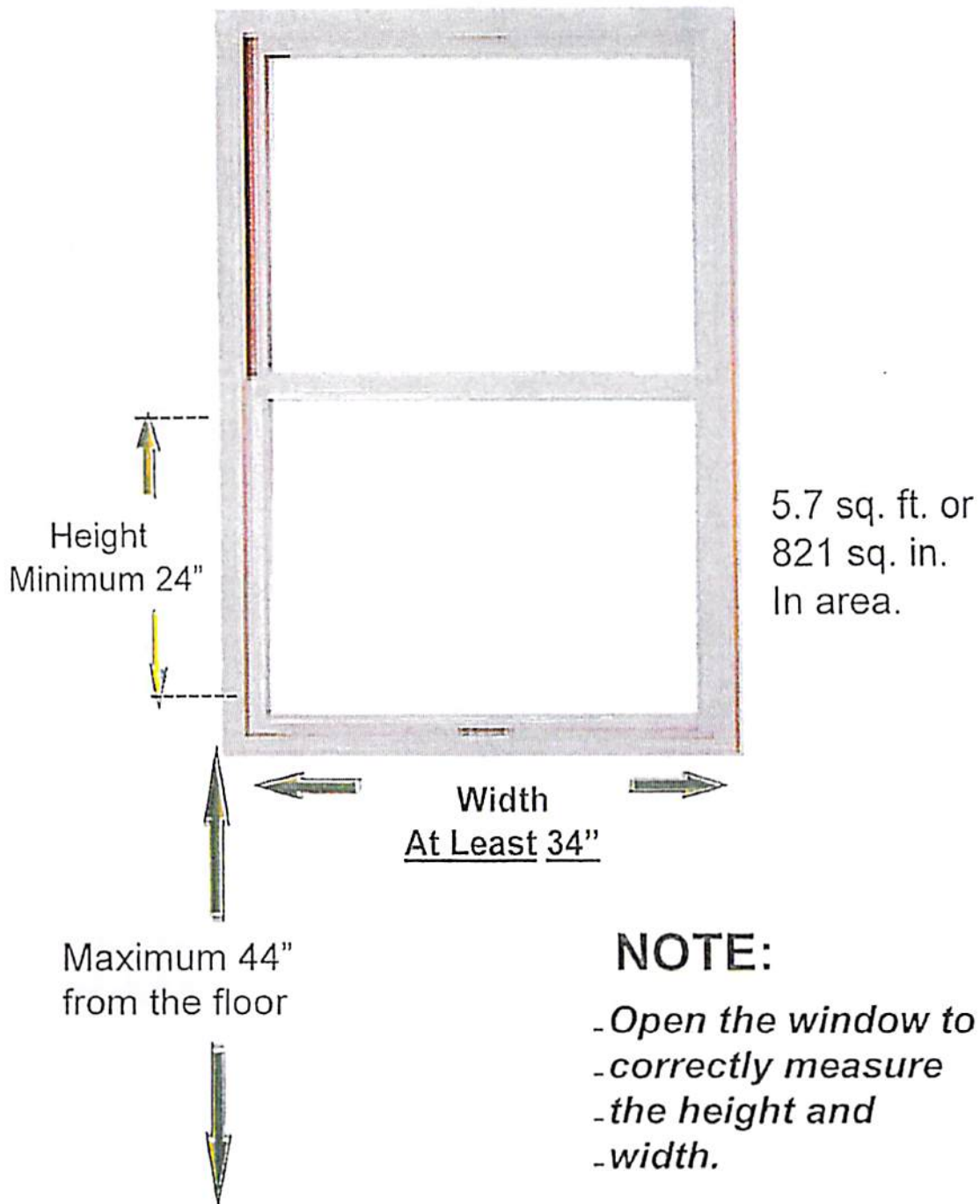
For Year:_____

<u>Drill</u> <u>No.</u>	<u>Date</u>	<u>Time</u> <u>Of Day</u>	<u>Evacuation</u> <u>Time</u>	<u>Comments:</u>	<u>Signature:</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

- ***A fire drill must be conducted every 30 days and documented on this form. Provide a copy of your fire drill record to the fire inspector at your next inspection.***

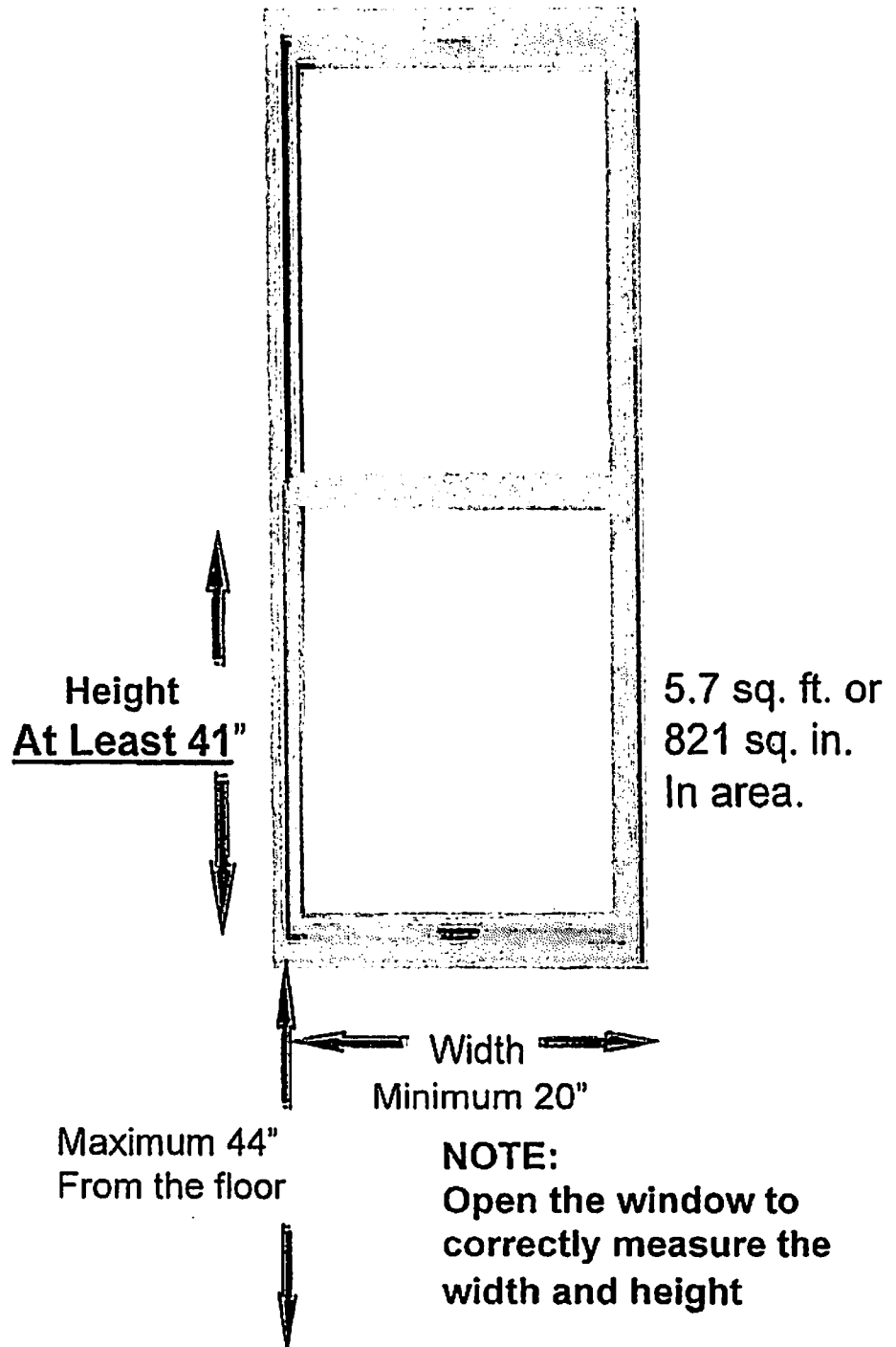
WINDOW SIZE REQUIREMENTS

Minimum Height Example



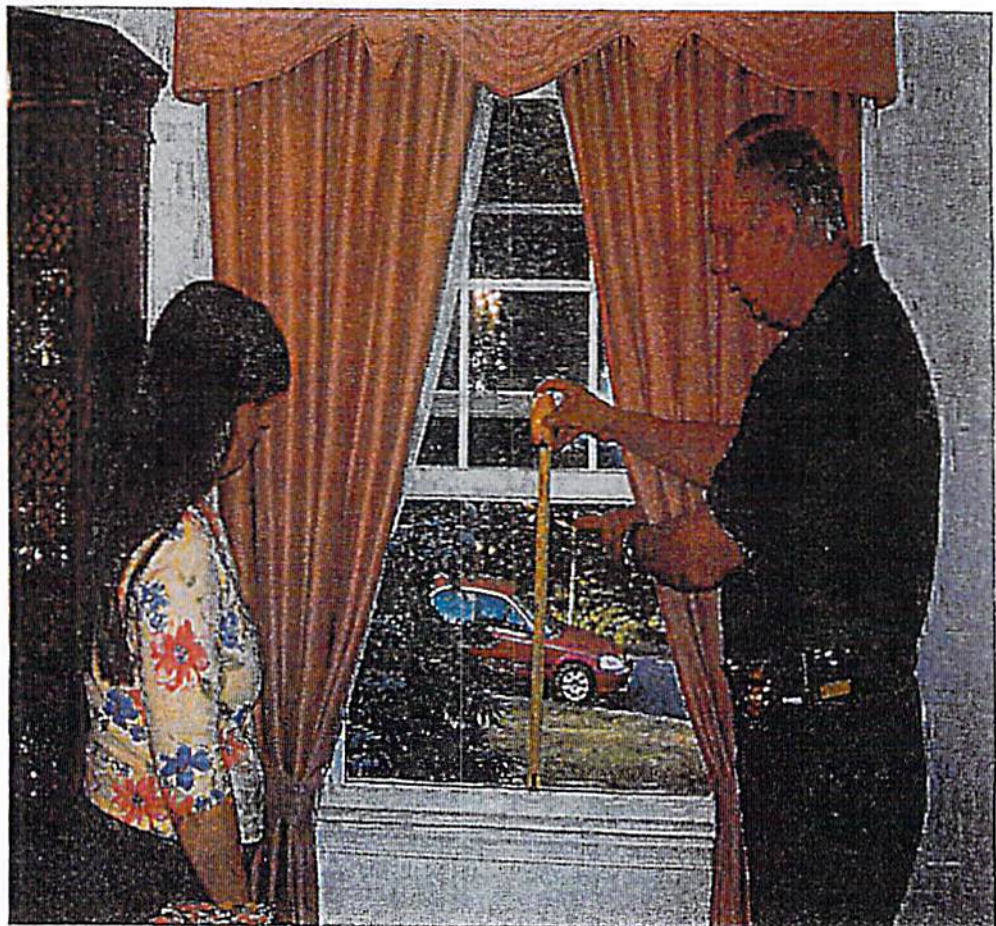
WINDOW SIZE REQUIREMENTS

Minimum Width Example



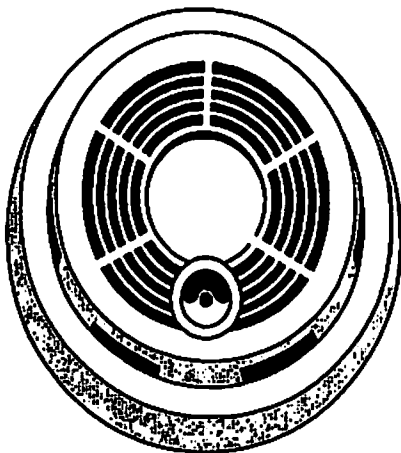
WINDOW SIZE REQUIREMENTS

- Any room used for daycare that does not have a door going directly to the outside must have a window that meets the following:
The opening must be at least 20 inches in width, 24 inches in height and have an open area of at least 821 square inches. (5.7 sq. ft.)
- To find this total area you simply multiply the width X the height of the opening. For example:
- A window that is only 20 inches in width must have an opening height of at least 41 inches. ($20 \times 41 = 821$ sq. inches)
- A window that is only 24 inches in height must have an opening width of at least 34 inches. ($24 \times 34 = 821$ sq. inches)



SMOKE ALARMS

- Smoke alarms that are required for the daycare must be hardwired into the house electrical system and be provided with a battery back-up.
- All areas designated as “napping areas” must have a smoke alarm mounted in that area.
- The smoke alarm must be tested weekly and be used to initiate the required monthly fire evacuation drill.



Push button weekly

SAFETY FIRST!



Test your
Smoke
Detectors

Every Week!

Fire Extinguishers

- A fire extinguisher is required to be located in the general area & kitchen/cooking area of your daycare.

- The extinguisher shall be a dry chemical 2A10BC 10 lbs general area this is the minimum size req. & class K for kitchen can be found at most home centers or fire equipt.companies found in phone bk.

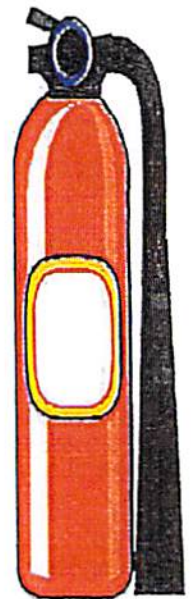
GAUGE



- Sign, date and secure the tag found in the box attached to the instructions.

- Check your extinguisher monthly by making sure it is not obstructed, the arrow in the gauge is in the green and the safety pin is attached and secure. Document this monthly inspection.

Extinguisher



IMPORTANT!! You are required to have a fire extinguisher but you are not required to use it. If you have a fire your first priority is to evacuate the children using your escape plan. Do not go back into the home as the children may follow you. Stay out and call 911.

I. General Maintenance Requirement:

A. Fire extinguishers shall be subject to maintenance by a fire extinguisher company **annually**, or sooner if the extinguisher has been either full or partially discharged, or as indicated by a deficiency found during inspection. At the time of the annual inspection, an "Annual Maintenance" tag shall be affixed at the time indicating the month, day and year that the maintenance was performed. (Example below)



B. Fire extinguishers shall be inspected at least monthly by the building owner, occupant, or their designee. Records of such inspection shall be kept on the reverse side of the annual service tag. (Example below)



C. Monthly inspection of the extinguisher (**performed by owner or occupant**) shall include a check of at least the following items:

1. Located in the designated place.
2. No obstructions to access or visibility.
3. Operating instructions on nameplate legible and facing forward.
4. Safety seals and tamper indicators not broken or missing.

5. Examine for obvious physical damage, corrosion, leakage or clogged nozzle.
6. Pressure gage reading or indicator in the operable range or position.
7. Determine fullness by hefting and, if needed, by weighting.

D. Fire extinguishers shall be subject to a breakdown and internal examination by a fire extinguisher company properly trained as noted in NFPA 10, once every six years unless need is indicated by a deficiency found during monthly inspection or annual maintenance. A "Verification of Service" collar shall be affixed at this time indicating the month, day and year that the breakdown and internal examination was performed.

E. Fire extinguishers shall be subject to Hydrostatic Testing based on the brand type

**The Following two pages show the K fire
extinguisher and proper tag placed on
extinguisher after annual service.**

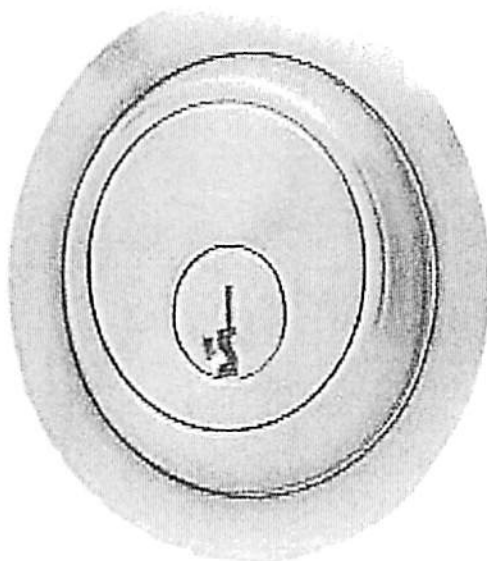




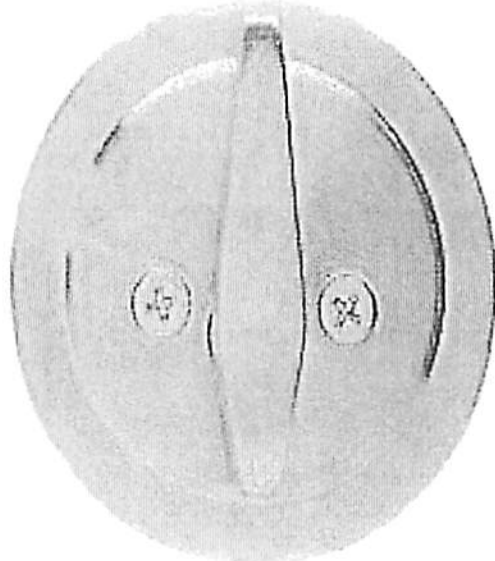
DOOR LOCKS

- Any door used as an exit for family daycare must be openable without the use of a key.
- A double key cylinder has a key slot on both the outside and inside to unlock the door. A door that has this type of lock installed may not be used as an exit for daycare.

Double Key

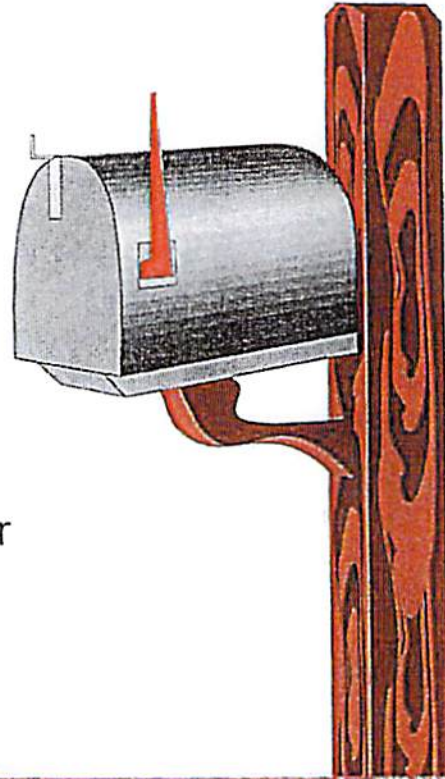


Thumb Turn



ADDRESS NUMBERS

- All address numbers are required to be a minimum of 5 inches in height and visible to the street.
- The numerals may be attached to your house or, if your house cannot be easily seen, located on your mailbox or some other post that can be seen from the road that your home is addressed from.



3
8
2
5

5"
Tall
Min.



OUTLET COVERS

- All electrical outlets must have protective covers inserted when the outlet is not in use.
- After an appliance, such as a vacuum is used, remember to replace the cover when you are finished.



THE INSPECTION

- A fire inspection is required for all new family daycare homes.
- A fire inspection is required for all existing family daycare homes either by a local authority that routinely inspects home daycares or when DHR feels it is necessary that an inspection is needed you may be required to contact this office or local fire department.
- All fire inspections start at the main entrance door to the daycare.

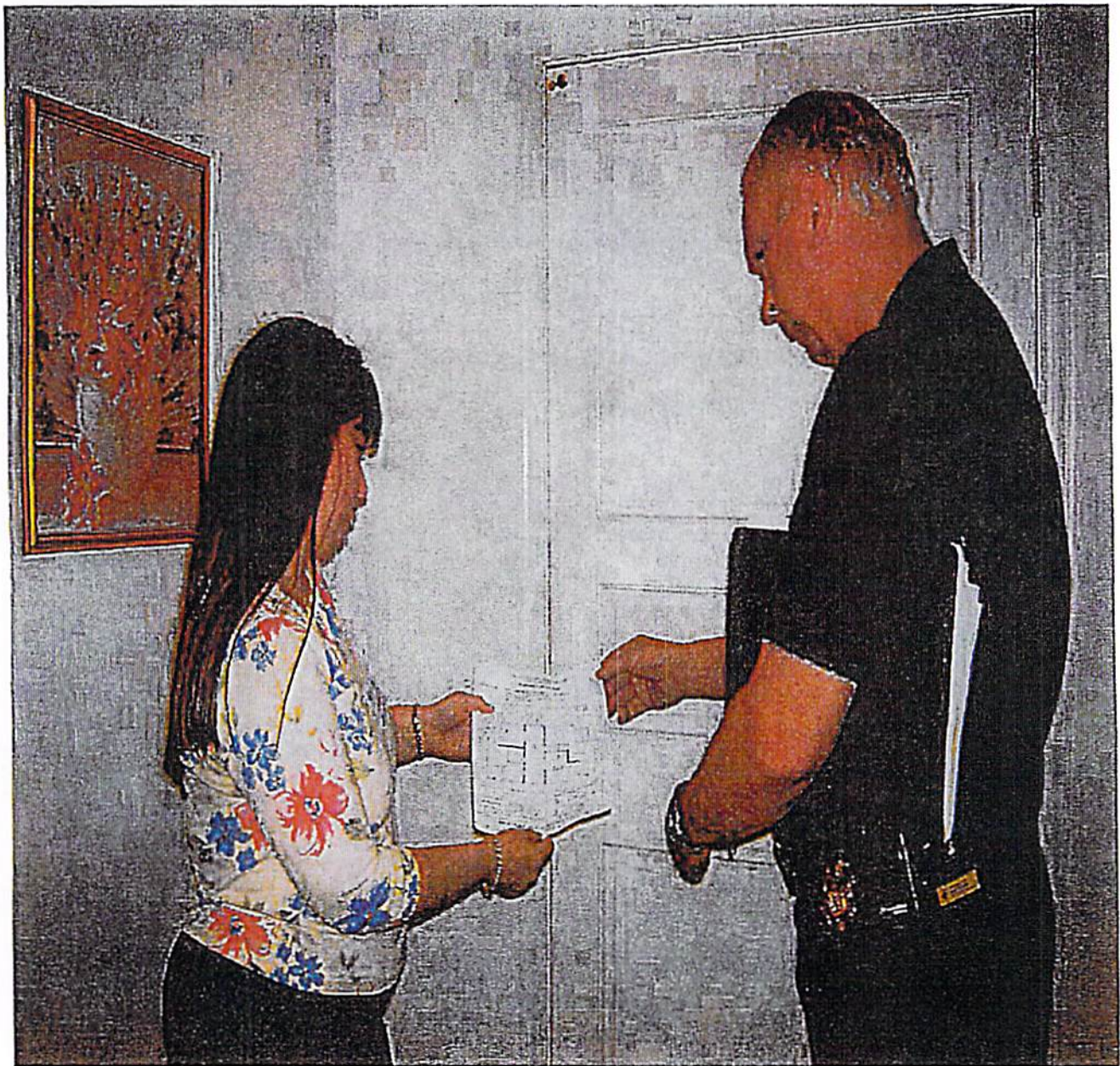
THE INSPECTION

- All deputies will have a badge located on their belt and wearing a firearm. You may always request to see our Fire Marshal photo identification.
- Make sure we can see your address numbers and that your porch light is operating. (Fire Checklist)



THE INSPECTION

- Provide a copy of your “Emergency Escape Plan” to the Deputy. The Plan should denote which rooms are used for play and napping as well as the areas that are off limits.



THE INSPECTION

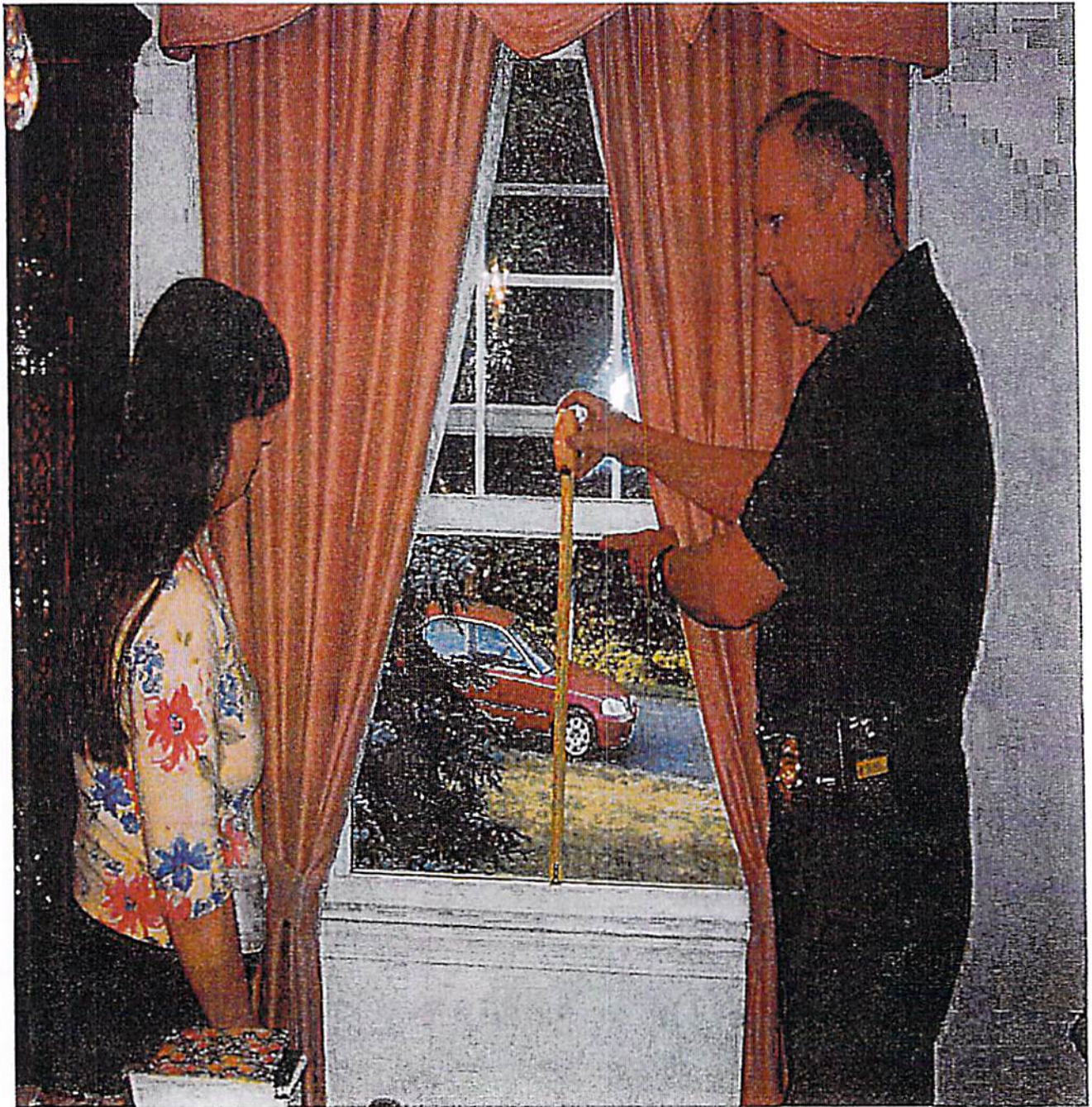
- Test all of your smoke detectors weekly, and use them when you conduct your fire drill.
- Note that the day care provider is demonstrating that the “Fire Plan” matches how the rooms are being used.

The smoke
alarm



THE INSPECTION

- Check your windows to see that they meet the size requirement.



Holiday Trees

- Trees and decorations are a part of many holidays and festivals.
- Artificial trees or trees with the root still attached that are watered, are safer to use since they won't dry out and become a fire hazard.



Tree with ball root attached

Holiday Trees

- Without water, a cut tree can catch fire and destroy a home in seconds

*(Photo courtesy of
National Fire
Protection
Association)*



Dried tree 5 seconds after ignition

Holiday Decorations

- Care must be used when displaying holiday decorations. Follow all manufacturer requirements including distance from materials that may burn. Even very small lights can generate enough heat to start a fire.
- Extension cords must be correctly sized for the use intended for and used on a temporary basis only.



If you follow your fire
safety checklist you
should never have a
problem passing a fire
inspection.

THANK-YOU

